



THE WEST ASSAM MILK PRODUCERS' CO-OPERATIVE UNION Ltd.
Juripar, R.K Jyotiprasad Agarwala Road, Panjabari, Guwahati – 781037

JOB INFORMATION:

Position	Assistant-I (P&I) for Milk Procurement Field Supervision
Qualification	Any Graduate from a recognized institute/University.
Experience	Minimum 1 year of relevant working experience, preferably in development sector. Experience in village-based extension activities will be an added advantage.
Number of Positions	01 (on contract, initially for a period of 2 years)
Job Location	WAMUL's area of operation

AGE: NOT ABOVE 31 YEARS AS ON 1st January 2022. However, relaxation upto 2 years may be given in case of extraordinary/ outstanding candidates.

SALARY: Gross CTC Rs.3.17 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification & experience)

MAIN RESPONSIBILITIES:

Assistant-I (P&I) for Milk Procurement Field Supervision will be responsible for

- a) Opening of DCS/PDCS & to increase the producer members for his allotted area
- b) Attending milk collection at DCS/PDCS level regularly and addressing farmer's grievances
- c) Monitoring of milk transport vehicles on regular basis.
- d) Monitoring in providing input services to farmers at doorstep.
- e) Ensuring timely milk bill payment to producer members and submission of receipts to accounts.
- f) Ensuring continuous governance and accounting system at DCS/PDCS level.
- g) Ensuring the follow ups as per the directions given by Manager(P&I)/Dy. Manager(P&I)/MPO (P&I).

JOB SPECIFICATIONS:

Skills/ Attributes: Technical	<ol style="list-style-type: none">a) Must have experience of using Internet based applications, using and working with advanced word processing/spreadsheet including MS Word, MS Excel and MS Power Point and other related applications.b) Working knowledge in Assamese, Bengali and Hindi (Any two).
Skills/ Attributes: Social and Managerial	<ol style="list-style-type: none">a) Should have the ability to work effectively in rural areas;b) Should be self -motivated and with a passion to serve the people.c) Should be able to comprehend and communicate the organizations policies and program.d) Ability to work independently as well as in teams.